

Position Description – Coastal Regional Commission

Title: Transportation Fiscal Analyst	
Department: Finance	Supervisor Finance Director Employees Supervised None
Status: Hours: 8:00 a.m – 5:00 p.m. Monday – Friday (or as necessary)	
Type of Position : <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Contract <input type="checkbox"/> Intern <input type="checkbox"/> Volunteer	
QUALIFICATIONS	
<p>Knowledge: Strong accounting skills required for fiscal management of transportation funding and resources. General knowledge of transportation programs preferred.</p> <p>Education: High school diploma and Bachelor’s Degree in Accounting or comparable work experience (4+ years) required.</p> <p>Skills: Ability to write in a good journalistic style, using proper English and correct spelling. Ability to operate and use a personal computer efficiently. Must be proficient with word processing and spreadsheet software. A strict attention to detail is required. Must be able to create, analyze, and manage budgets. Strong computer skills, Microsoft Word, Excel, and Power Point at a minimum. Effective working relationships with co-workers, service provider staff, local elected officials, state officials, local state employees, and the general public.</p> <p>Experience: At least four years accounting experience required.</p> <p>Licenses: Current & valid Driver’s License</p>	
POSITION SUMMARY	
<p>This position is responsible for:</p> <ul style="list-style-type: none"> Tracking and maintenance of budgets relative to Department of Human Services, GA Department of Transportation, and vanpool transportation programs; and Preparation of financial reports; will work with the Transportation Director and Finance Director to ensure that funding is appropriately budgeted and billing and reimbursements are accurate and timely. 	
RESPONSIBILITIES/DUTIES	
<ul style="list-style-type: none"> Assists in the ongoing development of the regional transportation programs. Provides input pertinent to software updates, creation of new reports, etc., to improve upon operational efficiency. Assists in the development and administration of contracts with Subcontractors/Third Party Operators (TPO’s) for the provision of transportation services within the region. Develops budgets pertinent to each program under the direction of the Transportation Director. Prepares and submits all financial reports necessary to receive funds from program fund sources, within contractual time frames. Tracks and maintains budgets relative to each fund source and program to ensure timely billing and reimbursements. Reviews the performance of transportation service providers within the region. Recommends to the Transportation Director contract modifications and/or termination of contracts based on subcontractor’s fiscal performance. Provide monthly reports to the Transportation Director of financial status of each program Assists the Transportation Director with activities related to the Request for Proposal (RFP) process to solicit service providers for transportation services. Conducts on-site monitoring visits and desk reviews to determine compliance with contract, appropriate laws and regulations and direct necessary corrective action. Reviews monthly invoices and expenditure reports submitted by service providers to ensure accurate and timely payments. Identifies and resolves problems/errors prior to submittal to accounts payable. Oversees the payment to service providers for providing transportation service in the region. Compares expenditures to budget and takes appropriate action, as needed to remain on target. 	

Responsibilities/Duties Continued

- Coordinates and establishes a relationship with employees of state agencies, local governmental personnel, service provider staff, co-workers and others to promote and maintain respect, encourage cooperation, and develop a strong team orientation.
- Attends local collaborative meetings within the region.
- Communicates regularly with state, regional, and local staff about transportation issues.
- Assists with presentations in a clear and understandable manner to customers, local elected officials, legislators, general public, etc.
- Contributes to the positive atmosphere of the CRC:
- Participates in the teamwork approach to completing tasks.
- Shares information with other department staff members.
- Collaborates and coordinates with other staff members in the CRC.
- Performs other appropriate tasks and duties as assigned.

Working Environment

- Pleasant office environment, primarily.
- Fast-paced environment requiring flexibility to handle a variety of functions simultaneously.
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Physical Requirements

- Long periods of remaining stationery and composing at a computer.
- Driving to and from meetings within a ten county area.

APPROVALS/ACKNOWLEDGEMENTS

Employee:	Date:
Supervisor:	Date:
Department Head:	Date
Executive Director:	Date: